

OHSAS Program Documents/Records

Document	Description	Responsible/Location	Retention
Occupational Health & Safety (OSH) Facility Specific Management System Description (Manual) PO-OHS-01	The written OSH program of an organization. Controlled Document	Department ES&H Records – 1-41/43. Department web pages.	75 years.
Occupational Health & Safety (OSH) Facility Specific Management Plans, Goals & Targets PO-OHS-02	Annual list of targets & objectives for the improvement of the OSH program of an organization. Controlled Document	Department ES&H Records – 1-41/43. Department web pages.	Cut off at end of fiscal year. Destroy 5 years after cutoff.
Facility Risk Assessments PO-FRA-series	PO-FRA-series Controlled Documents	Department ES&H Records – 1-41/43. Department web pages.	Cut off at end of fiscal year. Destroy 5 years after cutoff.
Job Risk Assessments PO-JRA-series	PO-JRA-series Controlled Documents	Department ES&H Records – 1-41/43. Department web pages.	Cut off at end of fiscal year. Destroy 5 years after cutoff.
OHS Management Review	Management review presentations and minutes	Department ES&H Records – 1-41/43. Department web pages.	Cut off at end of fiscal year. Destroy 5 years after cutoff.
OHS Audit and Assessment Records	Audit and assessment reports; self assessment plan	Department ES&H Coordinator – 1-41/43. Department ES&H Records.	75 years.
ESH & GSC committee meeting records	These make up the WOSH Committee. Agenda, minutes, attendance, presentations, etc.)	Department ES&H Records – 1-41/43.	3 years.

OHSAS Supporting Documents/Records

Document	Description	Responsible/Location	Retention
Local Emergency Plans	Contains Local Emergency Response Plan for each building. Controlled Documents	Department ES&H Records – 1-41/43. Department web pages.	Destroy 3 years after issuance of new plan.
Contingency Plan	These are posted at the 90-day areas. Controlled Document	Department ES&H Records – 1-41/43. Department web pages.	Destroy 3 years after issuance of new plan.
Safety Assessment Documents	Accelerator Test Facility (ATF) SAD Controlled Documents	Department ES&H Records – 1-41/43.	Review annually. Cutoff when superseded, obsolete, or cancelled. Destroy 25 years after cutoff
Tier 1 Safety Inspections	Records of reports of routine safety inspections, including evidence of action taken.	Department ES&H Records – 1-41/43. Family ATS.	Destroy one (1) year after corrective action and closeout.
Work Planning and Control Documentation- (Work Permits)	Work planning & control documentation.	Department ES&H Records – Building Manager's files 1-51.	Destroy 75 years after the date of the permit.

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Non Radiological Permits	Safe work permits granting approval for employees to work on a potentially hazardous job or area. Includes machine shops, working on or near energized equipment, cutting/welding.	Department ES&H Records – Building Manager’s files 1-51.	Destroy 75 years after the date of the permit.
Experimental Safety Reviews	Contains safety review documentation, which demonstrates that control systems, utilized in operations, have the capability for safe use.	Department ES&H Records – ERC’s files 2-212. Department web pages.	Destroy 5 years after the date of completion of task or activity.
Non-reportable Incident Reports	Internal investigations & correspondence relative incidents kept by departmental Safety Coordinators.	Department ES&H Records – 1-41/43.	Destroy when 10 years old.
Operating Manuals	Operating Manuals for OSH instruments identified in operational control documents such as JRA, FRA, SOP, ESR, Work Permits, etc Controlled Documents	Owner/operator of instrument. (None at present).	Retain until removed from service.